

Site Information

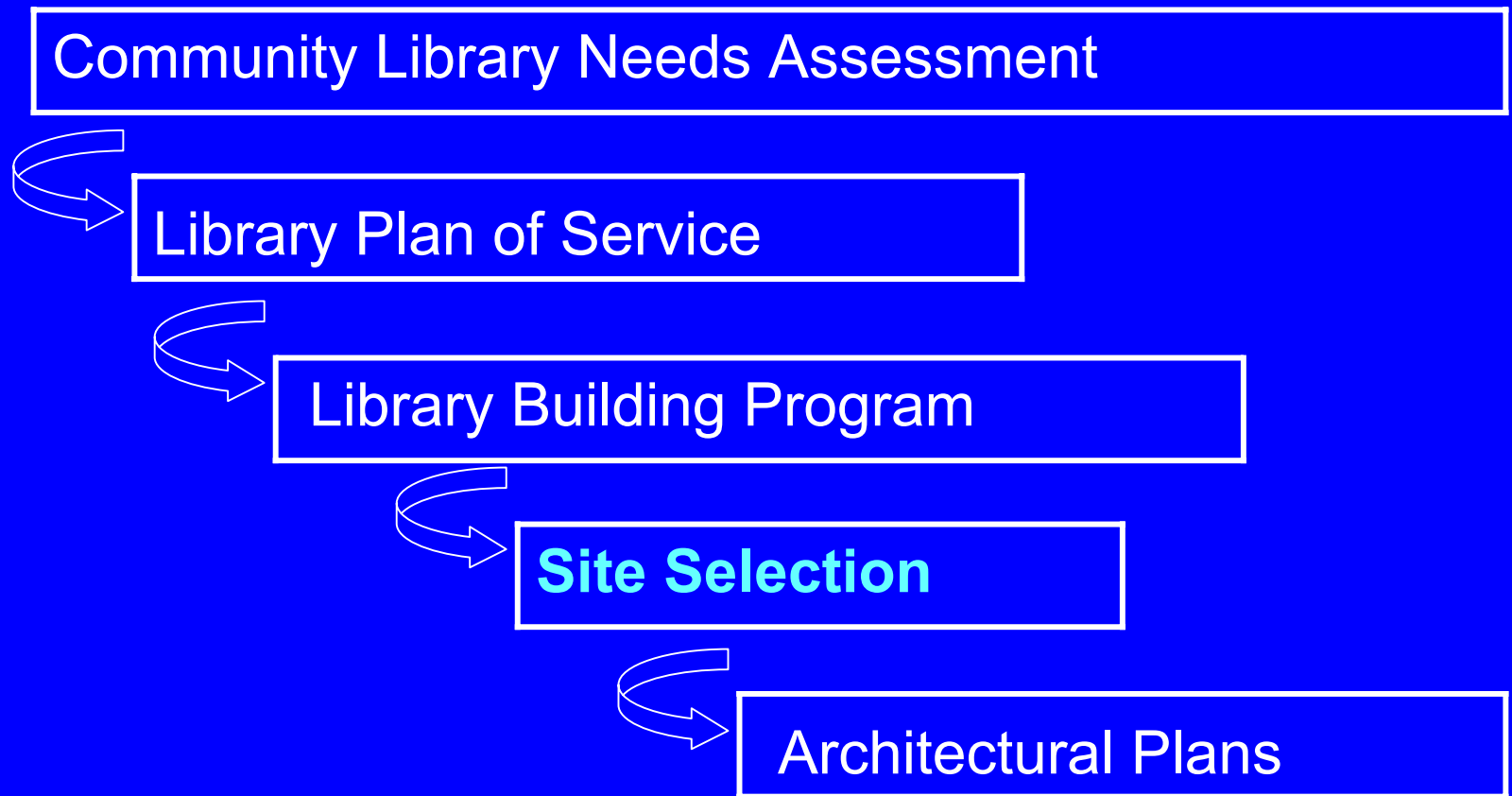
Ownership & Availability

Page 38



How They Relate...

Library Planning Documents



Why Decide on a Site at Time of Application?

- If site is identified:
 - Project will move forward more quickly
 - Site costs are known for project budget
 - Assurance site will be available
 - “Appropriate Site” is a Bond Act Review Factor
 - Architect can develop plans

Site Ownership

Page 24

- Projects may be built on sites that are:
 - Purchased
 - Donated
 - Leased
 - Lease-purchase



When Must the Site Be Owned by Applicant?

Page 24

- At time of application...
 - Ownership is not required
 - “Control of site” is required
 - Guarantees site availability

“Control” of Project Site

Page 24-25

- Submit one of the following:
 - If Site is Owned:
 -  Verification of Ownership
 - If Site is not Owned:
 -  Option to Purchase Site
 -  Agreement to Donate Site
 -  Lease Agreement
 -  Lease-purchase Agreement

Lease & Lease-Purchase Agreements

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 **Applicants must submit a copy of the agreement:**

- May be Contingent on Grant
- Must Comply with Appendix 6

 Two Legal Opinions that Agreement is legally binding
(For Lessor & Lessee)

Building Acquisition

Page 25

- At the time of application, applicant must submit one:

-  Verify Ownership

-  Have an Option to Purchase

-  Have a Donation Agreement

☞ *Buildings may not be acquired by lease or lease-purchase*

Marketable Record Title

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- Definition:
 - “... means that the title to the property shall ... be in a condition that an informed and reasonable buyer, exercising reasonable care, would and should accept it.”



Marketable Record Title Required at Application

Page 21

Preliminary Title Report

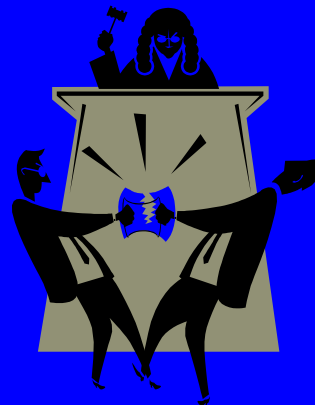
- If Site owned by Applicant,
 - Applicant must show proof
- If Site Donated, Applicant must
 - Obtain proof from Donor
- If Site Leased, Applicant must
 - Obtain proof from Lessor
- If Site Lease-Purchased, Applicant must
 - Obtain proof from Lessor

Why Get a Title Report?

- Title problems could:
 - Make the Site Unusable
 - Unacceptable Exception that Cannot be Removed
 - Slow Down the Project
 - Takes Time to Remove Some Exceptions
 - Increase Project Budget
 - May have to buy out previous owners' interests

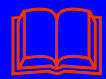
Title Exception Examples

- Clause that property reverts to City if not used as...
- Interest of heirs still unresolved



If There Are Title Exceptions...

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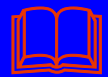


Applicant's Legal Counsel's
Written Opinion Indicating:

- The exceptions do not:
 - Diminish the use of the property for a public library building, or
 - Diminish or limit the State's Interest in the property.

Boundary Survey

Page 23



- A Boundary Survey must be submitted
- Stamped & Signed by Licensed Land Surveyor
 - Show metes and bounds for proposed project site
 - Multipurpose Projects:
 - Show entire project site



Recording the Title

Page 22

- At project completion, State's interest must be recorded for:
 - The Building
 - The Site (Unless Leased)
- Must provide for 40 years of direct public library service

Appraisals



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Determining the Value of Land and
Buildings

Why Do an Appraisal?

- Demonstrates the Fair Market Value for Property
- Ensures Applicant gets fair value from State
- Basis of 65% State grant

When is an Appraisal Necessary?

Page 14

 An Appraisal must be submitted, if property will be claimed as:

- An eligible cost, and
- Local matching credit

When is an Appraisal NOT Necessary?

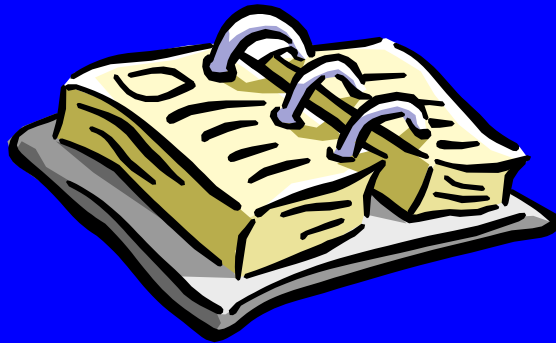
Page 9

- Property that can't be claimed as an eligible cost and credit:
 - Property obtained by Lease or Lease-purchase Agreement
 - “Land already dedicated to the operation of an existing public library”
 - Land acquired with funds from the 1998 School Bond Act

When Must the Appraisal Be Done?

Page 1

- No more than one year prior to the application deadline!
 - Ensure current fair market value



Who Completes the Appraisal?

Page 14

- Must be done by:
 - Licensed State Certified General Real Estate Appraiser
 - Ensures consistent quality
 - Independent Appraiser
 - Not an Employee of Applicant,
 - Nor the Library Service Provider,
 - Nor Seller of Property

How Do I Find a State Licensed Appraiser?

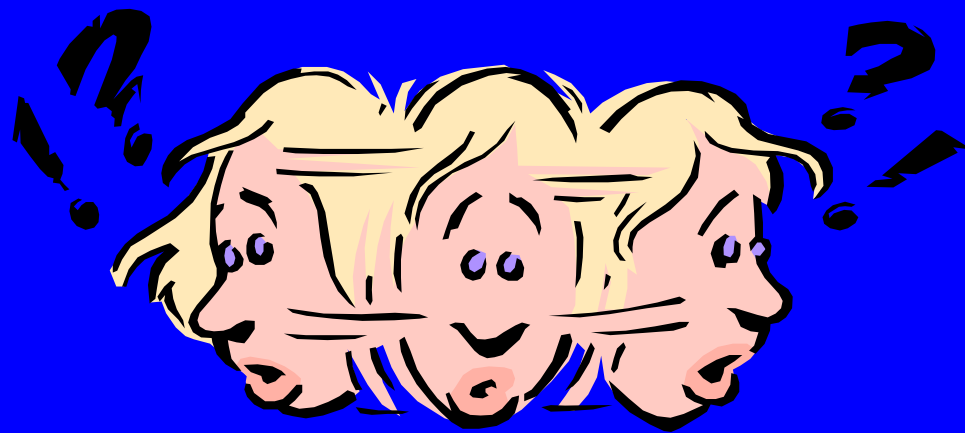
- **Listing of State Licensed Appraisers:**
 - www.olc.library.ca.gov
 - “Finding Professionals” Link
 - Under “Appraisers” click on:
 - California State Certified General Real Estate Appraisers
 - » Type in Name of City

How Must the Appraisal Be Done?

Page 14

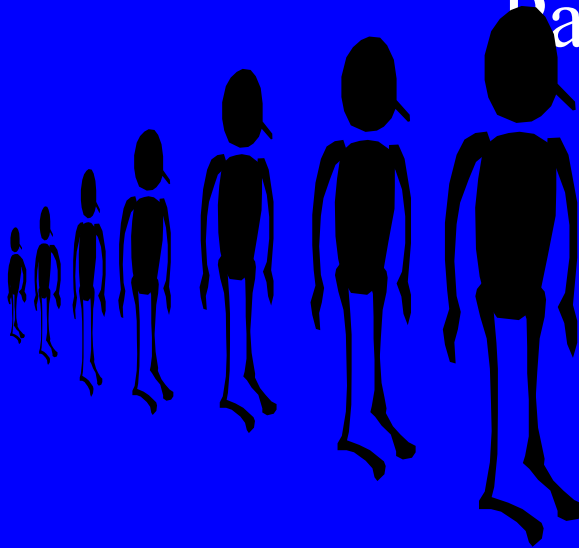
- Appraised for:
 - “Best and Highest Use”
- Conform with Real Estate Appraiser’s Licensing & Certification Law

(Business and Professions Code sections 22300 et seq)



Site Use Potential

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• 7 Bond Act Review Factors

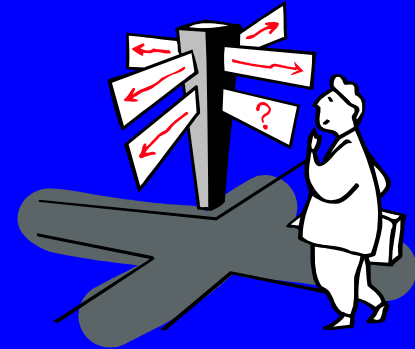
- Needs of Urban and Rural
- Population Growth
- Age and Condition of Library
- Needs of Residents
 - Existing Library
 - Proposed Project
- Appropriate Use of Technologies
- **Appropriate Site**
- Financial Capacity to Operate
(Only for New Public Libraries)

Why is Use Potential Important?

- The Bond Act exact wording:
 - (6) “The degree to which the proposed site is appropriate
 - for the proposed project
 - and its intended use.”

What is Site Use Potential?

- * Accessibility for Residents
- * Visibility of Library Building
- * Community Context



Accessibility

- Accessibility Fairness...
 - Equal Access
- Modes of Access...
 - Automobile
 - Public Transit
 - Pedestrian
 - Bicycle



Equal Access

Page 39

- Fair for All Residents
 - Geographically Central in the Library Service Area
 - Distance
 - Population Distribution & Density
 - Civic & Business Centers
 - Post Office
 - Retail Shopping
 - Banks

Barriers to Access

- Natural and Artificial Barriers
 - Freeways
 - Rivers
 - Railroads
- Physical Accessibility of Site
 - Site Elevation



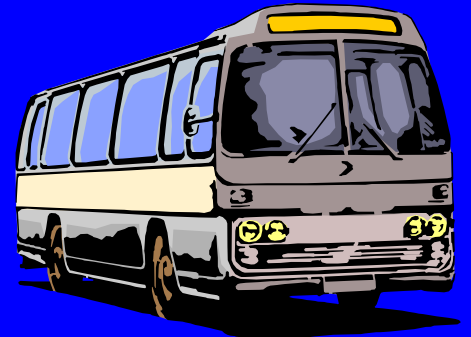
Public Transit Access

Page 39

- Number of Public Transit Stops within $\frac{1}{4}$ mile
 - Existing Stops Only
- No penalty for areas without public transit
 - Enter: “No Public Transit Service”
 - Discuss Planned Stops in the Box

Why Proximity to Transit?

- Increases Use
 - Near as many stops as possible
 - Near a hub even better
 - Near as many different transit lines as possible
 - Number of runs per day (Frequency)
 - Number of Passengers (Volume)



Pedestrian & Bicycle Access

Page 40

- What paths are planned?
- Where they will come from?
 - Shopping Centers
 - Governmental Centers
 - Schools
 - Homes
- Where Will They Be Going?
 - Main & Special Entrances?
- Bicycle Parking
 - Adequate Number
 - Location
 - Sheltered & Secure

Automobile Access

Page 40

- Majority of Users will come to the Library by Automobile!
- Demonstrate how Automobile Access will be Maximized
 - Near Major Thoroughfares
 - Traffic Flow & Systems
 - Availability of Curb Cuts
 - Accessible from Multiple Streets



Major Thoroughfares

Page 40

- Proximity will Increase Use
- Traffic Count Relative to Locale
 - Highest Count for YOUR Area
 - Urban & Rural Not Comparable
- Cost of Site is Usually Higher
 - Return on Dollar Is Also Higher
 - Amortize Site Cost over 40 Years

Site Map Requirements

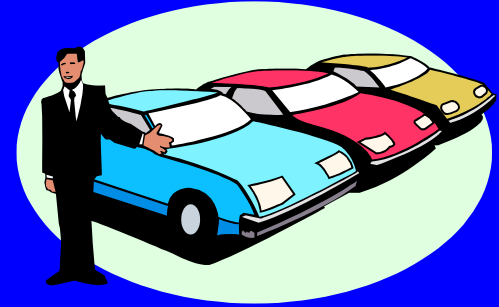
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 Applicants must provide a map showing:

- Location of the Proposed Site
- Project's Library Service Area
- Major Thoroughfares
- K-12 Public Schools
- Major Retail Business Centers
 - Relative to your community

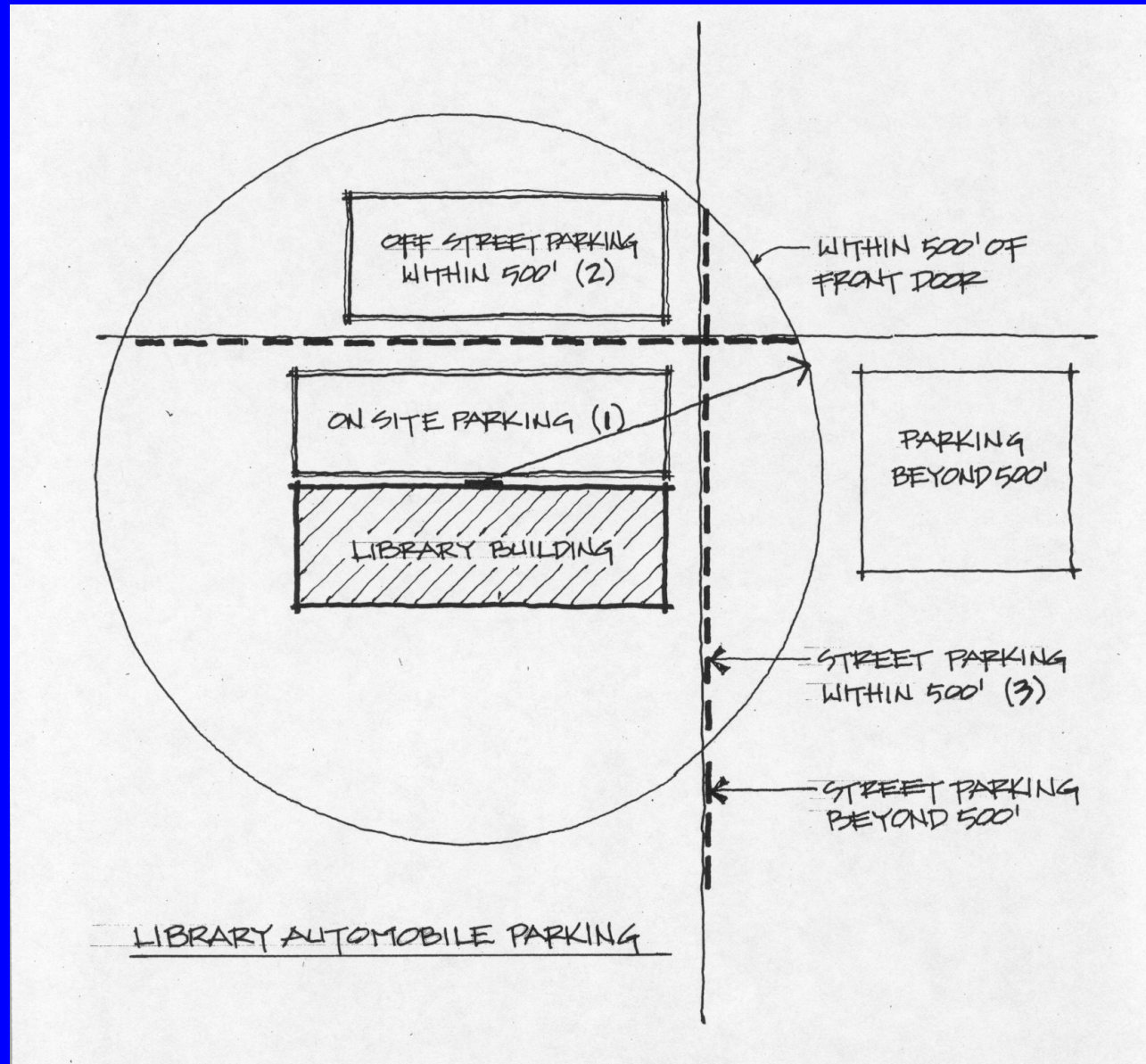
Library Automobile Parking

Page 41



- User Preferences:
 - Dedicated to Library Patrons
 - Within 500' of Front Door
 - Outside 500' of Front Door
- Location of Parking
 - Off-street, On-site Spaces
 - Off-street, Off-site Spaces
 - On-street Spaces
 - Total Number of Spaces

Use Potential & Location of Parking



Adequate Parking Close to Front Door

- Means “Equal Access” for:
 - Senior Citizens
 - Patrons with Health Issues
 - Caregivers w/ Small Children
 - Patrons w/ Arms full of Books




Zoning Requirements

Page 41

- On-Site Spaces Required by Zoning
 - Zoning Reduction Variance
- Parking-to-Building SQ FT Ratio
 - Published Ratio is 1-2 SQ FT of Parking for each SQ FT of building
 - Differences for Urban & Rural
 - Public Transit Option
 - No one complains about too much parking!

Parking Rationale

Page 42

- Your Chance to Describe How You're Providing Adequate Parking
- Each Community Differs
- If Shared Parking: (Page 25)
 -  Parking Shared Use Agreement must be submitted

Visibility Page



- Visibility = Use Potential
- Visibility...
 - Library Service Area Residents
 - Consider Non-Users
 - From Major Thoroughfares
 - Method of “Advertising”
 - View of Interior of Library
 - Signage
 - Civic & Cultural Landmark

Community Context & Planning

Page 43

- Will the library be integral to the community?
- The Library's Proximity to the Community Center enhances use
 - It's good for both!
- A Community's Center is Relative
 - Suburban
 - Rural
 - Urban



Site Visual Record

Page 24

📖 A Site “Visual Record” must be submitted for:

- New Construction
 - Additions to Existing Libraries
 - Conversion Projects
- A Picture = A Thousand Words
 - Helps us see what you see



Site Visual Record Requirements

Page 24

- Site Views are in the Regulations
 - Needs to show the site
 - What's around the site
- Visual Record may be Photographs or Videos
 - Ask staff re: software compatibility
- Photos & Videos Must be Labeled
 - Project Name
 - Applicant Name

Site Selection Process

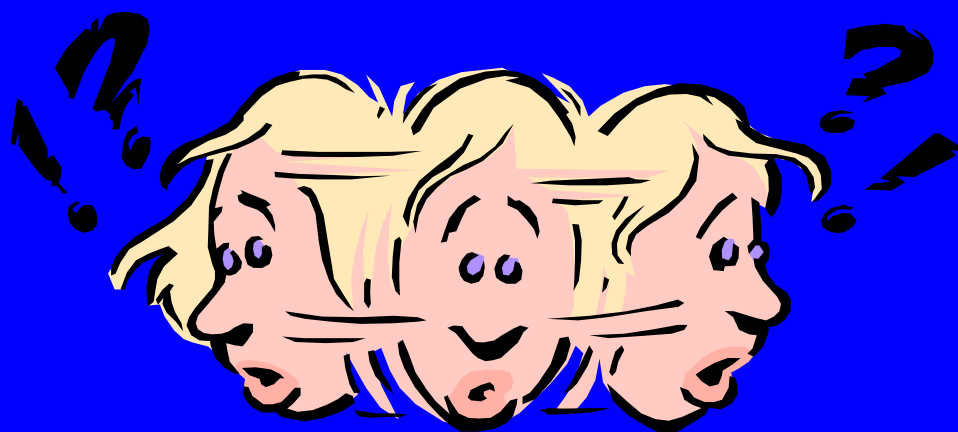
Page 43

- Community Involvement:
 - It's Critical!
 - Helps Identify Best Site
 - Builds Sense of Ownership
- Planning Departments
 - Have Valuable Information
- Consultants
 - Provide Comparative Analysis

Site Selection Summary

Page 44

- Site selection is crucial to use
 - Why there's a big box!
- Your opportunity to “sell” site
- Why is this the best site?
- Can negative aspects be fixed?
- Summarize Major Aspects





Site Description
Page 45

Size of the Site

Page 45



- Will the library you need fit the site?
 - Building
 - Future Expansion
 - Parking
 - Lot
 - Surface Structure
 - Under-Building
 - Future Expansion
 - Set-Backs
 - Local Zoning
 - Aesthetic & Amenities
 - Miscellaneous / Unusable

How Will You Know All This?

- Planning documents lead you to building square footage
- Planning Department can provide zoning requirements
- Architect and Engineers can assist with site plan

Size of Multipurpose Building Project Sites Page 45

- Same Approach, but More Complex
 - Dedicated to Library
 - Dedicated to Other Uses
 - Common Areas
- Pro Rata Share of the Site
 - Different than for the Building
- Calculation Must Be Reasonable
 - Explainable to an Auditor

Zoning

Page 46

- Current Zoning Class?
- Impacts Project Timetable
 - Rezoning Needed?
 - Variance Needed?

Permits and Fees

- Can be overlooked & costly
 - 35% vs.100% Local Funds?
- Eligible Project Costs
 - “Site Acquisition” Cost
 - Development Fees
 - Coastal Commission Fee
 - Utilities Connections Fee
- Architect & Local Planning Departments can assist

Site Drainage

Page 46

- Need Drainage Cost for Budget
 - 35% vs. 100% Local Funds?
- In 100-Year Flood Plain?
- Control of Watercourses?
- Storm Sewers Adequate?
- Can Drainage Problems Be Mitigated?



California Environmental Quality Act (CEQA)

Page 20

- Measures the Project's Environmental Impact

 All Applicants must submit evidence of CEQA completion

- If CEQA NOT Complete, Application is Ineligible



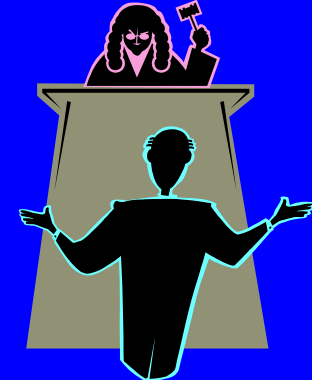
CEQA “Lead Agency”

- Applicant is Lead Agency
- Board is not Lead Agency

CEQA Litigation

Page 47

- Not uncommon to have Legal Actions Pending
 - If So, Explain Litigation
 - Could Affect Timetable and Budget
 - Could Cause You to Choose Another Site



Evidence of CEQA Completion...

Page 20

- Four possibilities:
 - Determine No Adverse Impact
 - Categorical Exemption
 - Negative Declaration
(Means no negative impact)
 - Environmental Impact Report

CEQA Questions?

- State Library is Not Control Agency for CEQA
- Call Local Planning Dept.
 - Now! – It Can Take Time
 - They Handle CEQA
- State Contact:
 - (916) 445-0613
Governor's Office of
Planning & Research
- CERES Web site:
 - <http://ceres.ca.gov/ceqa>

No Adverse Impact Determination

Page 20

- If Applicant Determines:
 - No possibility the project will result in an adverse environmental impact, **or**
 - The project qualifies for a statutory or categorical exemption, **and**
 - Therefore not subject to CEQA,
- 📖 Then Applicant must provide an explanation w/ legal citations

If Categorical Exemption

Page 20



- Applicant must also submit:

 Basis for the Claim

 Notice of Exemption




If Negative Declaration

Page 20

- Applicant must submit:
 -  Final Negative Declaration
 -  Notice of Determination
 - Signed by Lead Agency
 - Filed with County Clerk
 - Stamped by County Clerk

If Environmental Impact Report (EIR) Page 20

Applicant must submit:

-  Final Copy of EIR
 -  Notice of Determination
 - Signed by Lead Agency
 - Filed w/ County Clerk
 - Stamped by County Clerk
 -  Adopted Statement of Overriding Considerations
- Takes time & money

State Clearinghouse Review

Submittal



Page 20

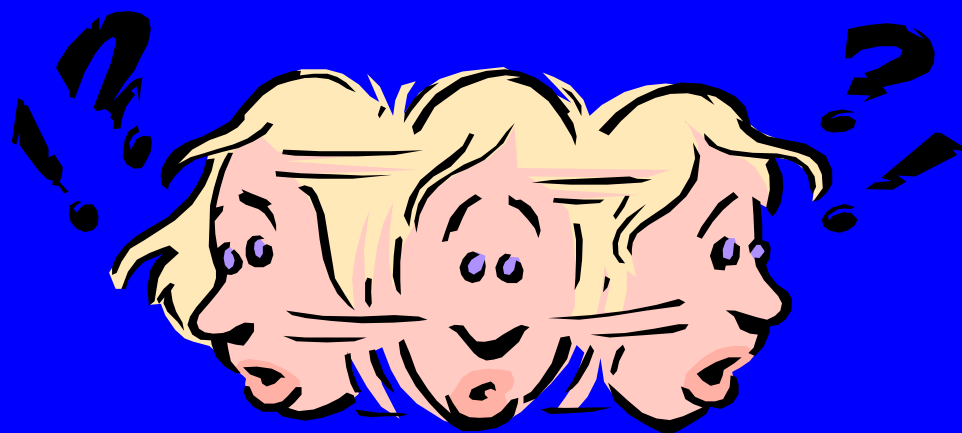
- Before Adopting a –
 - Negative Declaration, or
 - Environmental Impact Report
- The Applicant must submit draft environmental documents to the State Clearinghouse:

State Clearinghouse
Office of Planning and Research
P.O. Box 3044
Sacramento, CA 95812-3044

State Clearinghouse Response

Page 21

- The Applicant must consider timely comments made by State Agencies
- The Applicant must provide either:
 -  State Clearinghouse Compliance Letter
 - OR
 -  Comments from State Agencies



Energy Conservation

Page 47

- NOT an Evaluation Issue
- Capital Costs in Project Budget
 - 35% vs. 100% Local Funds
- Operating Budget Cost Savings



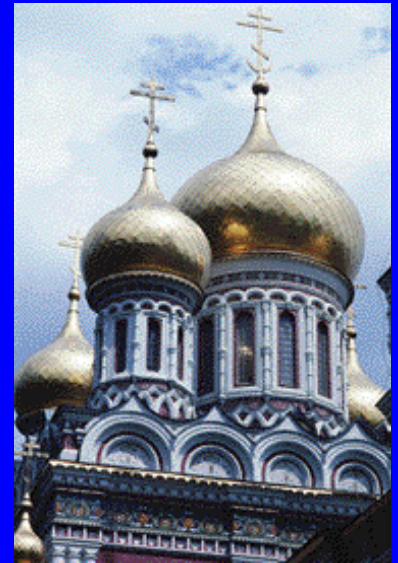
Types of Energy Savings:

- Site
 - Building Orientation
 - Solar Access for Daylighting
 - Control Direct Solar Access
 - Water Conservation
 - Storm Water for Irrigation
- Building
 - Building Materials
 - Mechanical Systems
 - Electrical & Lighting Systems
 - Coordinate with Natural Light

Historic Buildings

Page 48

- NOT an Evaluation Issue
- Impacts Project Timetable
- Capital Costs in Project Budget
 - 35% vs. 100% Local Funds

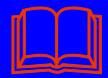


Historic Buildings

- Historic Status if 50 years old
- Applies to:
 - Existing Library Building, or
 - Adjacent Buildings
- Compliance:
 - Federal
 - State
 - Local

Geotechnical Report

Page 23



A Geotechnical (Soils) Report must be submitted for:

- New Construction projects
- Additions to Existing Libraries
- Additions to Existing Buildings to be Converted into Public Libraries



Purpose of Geotechnical Report

- Reduces Costly Surprises
 - It's Cheap Insurance
- Identify for Project Budget
 - 35% vs. 100% Local Funds
- Reduces Unexpected Delays
- Public Safety
- May cause Site Rejection

Summary of Geotechnical Report

Page 50

- Summarize Geological Conditions
 - Soil Properties
 - Unstable Slopes
 - Tunnels & Mine Shafts
 - Active Seismic Zones
 - Excessive Ground Water
 - Location of Bedrock

Demolition of Existing Structures

Page 50

- List any Major Demolition necessary with Costs -
 - 35% vs. 100% Local Funds
- When demolishing a structure, there may be Hazardous Materials present:
 - Asbestos
 - Lead Paint
 - Other Toxics



Utilities Available at the Site

Page 51

- Checklist:
 - Electricity
 - Fiber Optic Cable
 - Telephone
 - Gas
 - Cable TV
 - Storm Sewer
 - Sanitary Sewer
 - Water

Site Utilities Cost

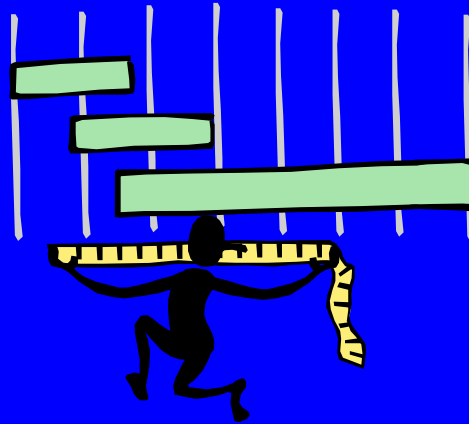
- Costs beyond 100' of Site are Ineligible
 - 100% local supplemental funds to bring utilities to site
- Costs to tie to Utilities within 100' of Site Boundaries are Eligible

Site Development – Eligible Costs

- Eligible Project Costs If:
 - Necessary & Related to Project
 - On Library Site, or
 - Within 100' of Legal Boundaries for Tie-in of:
 - Utilities
 - Paving
 - Sidewalks, Curbs, & Gutters
 - Landscaping & Irrigation
 - Traffic Signals

Site Development – Ineligible Costs

- Ineligible Cost, If:
 - Not within 100' of Site Legal Boundary



Site Development – Components

Page 51

- List Eligible & Ineligible Costs
- Checklist in Application Form
 - Parking Structures
 - Special Foundation Support
 - Potentially Toxic Sites
 - Gas Stations
 - Auto Repair Shops
 - Dry Cleaners
 - Industrial Manufacturing

Is it Worth It?



- Site Clean-up May Cause You to Reconsider the Site
 - Determine the Cost Benefit
 - Is High Development Cost Worth It?

